

# **LOCAL EMERGENCY MEDICAL SERVICES AGENCY DISASTER COORDINATOR FOR DISASTER PLANNING**

**APPLY BY: 12/19/08**

**This position is being funded by the Hospital Preparedness Grant. The grant provides funding for this position through August 8, 2009.**

## **SALARY**

The position pays \$30 per hour for a maximum not to exceed \$52,650. The position also reimburses travel and hotel accommodations at the State rate.

## **THE POSITION**

The Local Emergency Medical Services Agency (LEMSA) Disaster Coordinator will attend various disaster planning meetings, including the Emergency Medical Care Committee (EMCC) meetings in San Bernardino, Mono and Inyo Counties to ensure that the LEMSAs are represented and to interact with the Hospital Preparedness Program (HPP) Coordinator and the HPP Partnership Coordinator in each respective county within the Region. The LEMSAs Coordinator will also be responsible for developing a baseline self-assessment tool and conducting an assessment of disaster medical services preparedness within the region as specified in the Local Guidance. The results of that assessment will be provided to the Local HPP Coordinator, ICEMA and the State Emergency Medical Services Authority.

## **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

- Assist the State Emergency Medical Services Authority (EMSA) in development of a baseline self-assessment tool to determine individual LEMSAs disaster medical services preparedness and response capability.
- Complete a self-assessment and provide results to EMSA
- Convene a multi-disciplinary group of government and healthcare partners and develop preliminary plans for the establishment and management of a minimum of two Emergency Medical Services (EMS) Field Treatment Sites.
- Represent the local EMS Agency (LEMSAs) interests in local government development of Alternate Care Site plans.

## **WORK HOURS**

Negotiable hours

## **MINIMUM QUALIFICATIONS**

Recent (3 years minimum) experience as an EMT, Paramedic, PLN or MICN in San Bernardino, Mono or Inyo Counties. Disaster Planning or response experiences a plus. Must possess active certification and/or licensure in CA.

## **CONDITIONS OF EMPLOYMENT**

Some travel throughout the three-county (Inyo, Mono and San Bernardino) region served by ICEMA will be required. At the time of hire, a valid California driver license and proof of automobile liability insurance must be produced.

## **SELECTION PROCESS**

There will be a competitive evaluation of qualifications based on a review of the applications. Applications must be received by December 19, 2008. Applications will be accepted via fax to (909) 388-5825, email to [dwicker-stiles@cao.sbcounty.gov](mailto:dwicker-stiles@cao.sbcounty.gov), by mail or delivered to:

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